



Office of the City Clerk

Weekly Report - for Week Ending June 13, 2014

OFFICE OF THE CITY CLERK - PROJECTS and STATUS

TOP ITEMS

City Elections – On June 10, staff provided a presentation of the City's election process and a tour of the Election Division to Daniel Lindvall, Deputy Director at the Division for Democratic Issues of the Ministry of Justice in Sweden.

City Elections – On June 9, staff held a conference call with the Los Angeles Community College District (LACCD) and Los Angeles Unified School District (LAUSD) to address their questions and concerns with regards to the contract for Proration of Election Costs. The contract is still pending LACCD and LAUSD's approval.

City Elections – Staff continues preparing for the August 12, 2014 Los Angeles Unified School District, Board District 1 Runoff Election. Preliminary testing of the Ballot Tally System was completed in preparation for the August election.

City Elections – The City of Los Angeles Municipal Election Reform Commission (CLAMERC) held their last meeting on June 5 and submitted their final report with multiple reform options.

Neighborhood Council Elections – Staff attended a wrap up session hosted by Department of Neighborhood Empowerment (DONE) on June 9. Attendees shared their comments and suggestions on the 2014 NC election cycle. Staff will confer with DONE on making improvements to the candidate filing process.

Neighborhood Council Elections – Staff compiled all section After Action Reports into a single Departmental report.

Council and Public Services - Staff met with City Attorney in effort to streamline and automate the claims filing process. Next steps are to present findings to City Attorney's Risk Management Advisory Committee.

East Area Neighborhood Walk - The Interim City Clerk and several staff participated with Mayor Garcetti, Councilman Cedillo, State Assembly Member Jimmy Gomez, and State Senator Kevin De Leon on the East Area Neighborhood Walk on Saturday June 7, 2014.

Neighborhood and Business Improvement Districts – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Review also continued of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law. The Technical Research Unit is finalizing their analysis of the assessment data for the 2015 property tax rolls. A meeting was held with the proponent group for a proposed Venice Board Walk business improvement district in the CD 11 field office.

The Council approved the North Hollywood and Greater Leimert Park business improvement district renewals. Proposition 218 ballot mailings are planned for Downtown Industrial District, Hollywood Media District, Greater Leimert Park Village, and North Hollywood by June 12, 2014. A meeting is planned with a representative of the City San Diego BID program on June 12, 2014.

Fiscal - Staff prepared and submitted the funding allotment plan for City Clerk, Mayor, Council and GCP to the Controller for FY 14/15, and updated Departmental metrics data for the Mayor's Support Services presentation.

AB1290/Council - Staff closed 3 AB1290 contracts, drafted 3 contracts, processed 4 payment requests, and started the close out process for 11 expired contracts.

- [**Staff prepares for LAUSD, Board District 1 Runoff Election**](#)
- [**NC Election Close Out**](#)



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General City Purposes - Staff received 17 allocation requests, processed 35 payments, and executed 2 contracts for the allocation of General City Purpose funds.

Personnel - Staff prepared and submitted the FY 14/15 Organization Charts/Substitute and In-Lieu positions report to the CAO, and held several meetings with Election Division regarding the hire of temporary and as-needed staff for the coming election year in compliance with the new 15 tier step system.

ISSUES

Konica Photocopier Replacement Project - Tests were conducted with the two machines which will be for use with the City Clerk's on-line documents scanning systems. Test results were poor and the scanning and indexing are not acceptable. The vendor continues to troubleshoot. We are positioned to decline installation until resolved. Other problems were identified separate from the scanning feature. They have been reported to the vendor.

Systems Staffing for Elections Support - A critical member of the Systems elections support staff is transferring to the Department of Water and Power. Steps are in progress to fill the position as soon as possible to ensure we have the resources to support the LAUSD Board District election and the City wide 2015 elections. In addition, we are looking to delay the transfer for six weeks.

UPCOMING . . .

City Elections - The Municipal Election Reform Commission's final report will be heard in the Rules and Elections Committee on June 20, 2014.